FTL: How to Schedule Review Activities

1.	Scheduling pre-review activities is where logistic coordination of the review begins.
2.	To begin, click the **Schedule Pre-review Activities** from the Main Page. Schedule Pre-review Activities
3.	Click the **Assign Review activities** link. Assign Review activities
4.	Click the **New Activity** button. New Activity
5.	Assign a title to the activity. In this example, we will enter "**Entrance Meeting**"
6.	To chose a time period, click on the **Pick a date** button.
7.	For this example, we will click on the **20** date in February 2006. 20
8.	To assign a facilitator, click the **Facilitator** drop-down menu. (None)
9.	Select your facilitator from the drop-down list. In this example, we will select **Frodo Baggins**. Baggins, Frodo
10.	Indicate a place for the meeting. Here we will enter "**Director's Office**".
11.	Designate a meeting time.
12.	Here we will select our desired meeting time of **1 PM**. Click on the **hour** option. 1

13.	Click on the **minutes** option.
14.	Select the desired minutes interval.
15.	Select whether the time is A.M. or P.M.
16.	Here we will select **P.M.**
17.	If you wish, click on the the **Note Taker** drop-down menu to select a note taker for the meeting. (None)
18.	Here we will select Elizabeth Bennett. Bennett, Elizabeth
19.	Add any comments pertinent to the meeting in the **Comments** box. Here we will enter "**Type in any necessary comments.** ".
20.	Assign team members to the meeting from the list of **Available Team Members**. Note that any core question assignments you have made already appear under the Core Question column. Here we will click on the **Little, Timmy** checkbox.
21.	Click the **Baggins, Frodo** checkbox.
22.	Click the **Bennett, Elizabeth** checkbox.
23.	Click the **Grey, Meredith** checkbox.
24.	Click on the **Save Activity** button. Save Activity
25.	Notice that our Entrance Meeting has now been added to the **Review Activities** list, complete with team members, time, and place. We have completed both the core questions assignment and the schedule review activities tasks. The next step is to change the status of our Schedule Pre-review Activity from "In Progress" to **Activity Scheduled.**
26.	Click on the **Tasks** link to return to the User Task Page. Tasks

27.	Once back to the User Task Page, click the **Schedule Pre-review Activities** link again. Schedule Pre-review Activities
28.	Click on the **Status** drop-down menu. In Progress
29.	The activity is currently **In Progress.** Activities Scheduled
30.	Select **Activities Scheduled**. Activities Scheduled
31.	Click on the **Save Task** button. Save Task
32.	Notice that the status of the activity has been greyed out to **Activities Scheduled.**
33.	Click on the **Tasks** link to return to the User Task Page. Tasks
34.	Congratulations! You are now done with scheduling review activities! You are now ready to provide team acces. Team access should be provided approximately one week before the review begins. **End of Procedure.**